Instructions

The NimbleTools® Administrator allows you to register students to take their state assessment tests using NimbleTools. You can also assign test accessibility and accommodations profiles for registered students.

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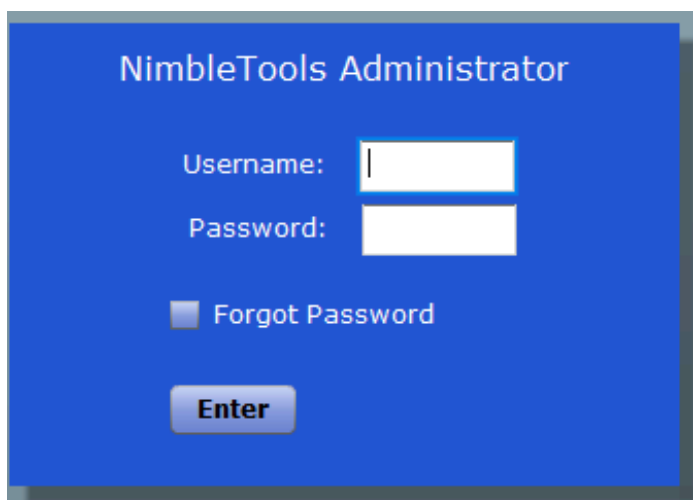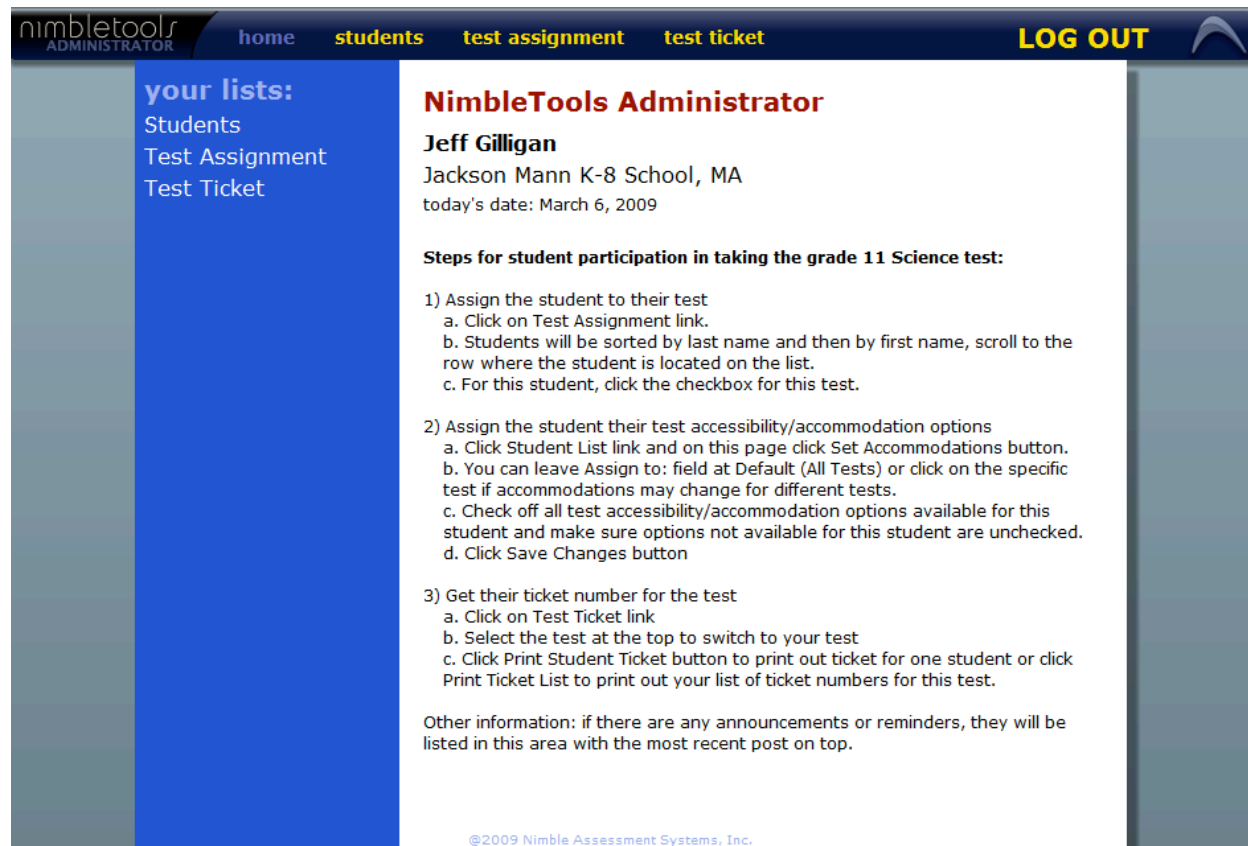
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QUICK START

1) **Log In** at www.nimbletools.com/necap/schools

2) **Assign a student to a test**

   a. Click on Test Assignment link.

   b. Locate the student.

   c. Click the checkbox for a test.

3) **Assign the student their test accessibility/accommodation options**

   a. Click the Student List link and on this page, then click Set Accommodations button.

   b. You can leave "Assign to:" list at Default (All Tests) or click on the specific test if accommodations may change for different tests.

   c. Check off all test accessibility/accommodation options for this student.

   d. Click the Save Changes button.

4) **Get their ticket number for the test**

   a. Click on the Test Ticket link.

   b. Select the test at the top.

   c. Click the Print Ticket List to print out ALL OF YOUR STUDENTS's ticket numbers for this test OR click the Print Student Ticket button to print out ticket for one student.

5) **LOG OUT** when all your work for all students is complete.

NimbleTools Administrator Login:
Enter your Username and Password for
NimbleTools Administrator which you
received in the mail. If you have
misplaced your username or password
please email us at uaa@nimbletools.com
and please include your name, school,
state, and username (if you know it).

NimbleTools Administrator Home Page: Welcome to your home page. Your home page will
include information about the test administrator assigned to your school, NimbleTools
Administrator instructions, any announcements following the instructions, the application
navigation bar at the top, and your available lists on the left.

nimbletools ADMINISTRATOR   home   students   test assignment   test ticket   LOG OUT

your lists:
Students
Test Assignment
Test Ticket

NimbleTools Administrator
Jeff Gilligan
Jackson Mann K-8 School, MA
today's date: March 6, 2009

Steps for student participation in taking the grade 11 Science test:

1) Assign the student to their test
   a. Click on Test Assignment link.
   b. Students will be sorted by last name and then by first name, scroll to the
   row where the student is located on the list.
   c. For this student, click the checkbox for this test.

2) Assign the student their test accessibility/accommodation options
   a. Click Student List link and on this page click Set Accommodations button.
   b. You can leave Assign to: field at Default (All Tests) or click on the specific
   test if accommodations may change for different tests.
   c. Check off all test accessibility/accommodation options available for this
   student and make sure options not available for this student are unchecked.
   d. Click Save Changes button

3) Get their ticket number for the test
   a. Click on Test Ticket link
   b. Select the test at the top to switch to your test
   c. Click Print Student Ticket button to print out ticket for one student or click
   Print Ticket List to print out your list of ticket numbers for this test.

Other information: if there are any announcements or reminders, they will be
listed in this area with the most recent post on top.

@2009 Nimble Assessment Systems, Inc.
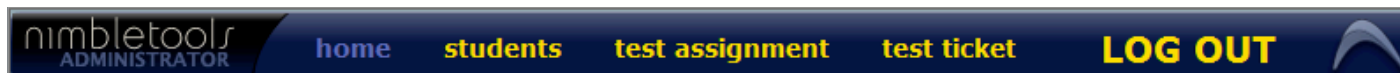
Top Application Navigation Bar: The navy blue top navigation bar is used to navigate the NimbleTools Administrator Application. This top navigation bar is accessible from each page within this application.

PLEASE NOTE: The LOG OUT link, on the right, is the only way you should exit the application to ensure that all your changes get saved. If you exit the application without clicking this link, your last change may not have been saved.

Each of the yellow links at the top will take you to a different page of the application. The current page you are on will have a blue color. Here is a brief description of each link:

- **home** – The Home Page will instruct you on how to perform different NimbleTools Administrator tasks, provide a description of your lists, and provide basic information about the current user.

- **students –** The Student List displays a list of all students assigned to your school from the grade(s) of the test. From this page, you may access student accommodations, edit student information (if allowed), and view information on each student.

- **test assignment –** This page allows you to assign a student to a test. Whether or not the student has been assigned to a test, all students are listed on this page.

- **test ticket–** The Test Ticket List contains all test ticket numbers for students assigned to tests at your school. Students will need these ticket numbers to take a secure test. Ticket numbers can be printed from this page.

Student List Page: The Student List displays a list of all students assigned to your school from the grade(s) of the test. From this page, you may access student accommodations, edit student information (if you have permission), and view information on each student.

The Student List can easily be sorted by clicking on the header of the column you want to sort the list by. For example, clicking on the Last Name header will sort this list by the Student's Last Name.

Column widths are *temporarily* adjusted by clicking on the line which separates the column headers and dragging it to its new width. However, this can only be done where the column header is located and your new widths will not be saved the next time the application is opened.

To access the Student Test Accommodations Page and set a student's testing accommodations, you may either click on the student and click the Set Accommodations button, or you can click on the Accommodations column for the student.

Test Assignment Page: This page allows you to assign a student to a test. Whether or not the student has been assigned to a test, all students are listed on this page. A checkbox indicates whether the student has been assigned to the test.

The test assignment list includes the names of all students, the student's grade, and whether or not each student has been assigned to one of the available school tests. To assign a student to a test:

- First, find the student on the list. This list will be sorted by last name and then by first name. You will need to scroll through this list until you find the student you are looking for.
- Check the box for the test you wish to assign to the student.
- To un-assign a student to a test just uncheck the box.
- After all students have been assigned to the test, you may either navigate to a different page or click the LOG OUT link at the top right before closing your web browser.

For this project, only the grade 11 science test will be available. Once you have assigned a student to the science test, he/she is registered to participate in using NimbleTools for the May 2009 grade 11 science administration.

Student Test Accommodations Page: Accessible only from the Student List Page, the Student Test Accommodations Page allows you to set testing accommodations for a specific student. You may set the same student test accommodations for all tests by selecting Default (All Tests) from the "Assign to:" drop-down list or set test specific accommodations by selecting the specific test from the "Assign to:" drop-down list.


Once a specific test or Default (All Tests) is selected, check off all student accommodations available to this student. If you wish to copy over student accommodations from an existing test, you may use the "Copy Accommodations from:" drop-down list to copy an existing set of testing accommodations into the currently selected test.

After you are finished setting accommodations for this student, *you must click "Save Changes" button* to save your changes. If you made a mistake, you may then click "Undo Changes" button to undo your changes.

To completely remove the accommodation settings, choose the specific test for which you want to remove the settings from the "Assign to:" drop-down list. Then click the "Delete Accommodation" button in the lower left corner of the screen. For example, if we want to use the student test accommodations we created for Default (All Tests) instead of a specific test we might want to delete the specific accommodation settings after the Default (All Tests) is checked.

For a brief description of the test accommodation, rolling the mouse over the accommodation text (e.g. "Auditory Calming") will pop up a brief description of the accommodation.
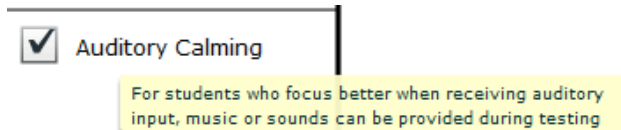
For a more detailed description of the test accommodation, please refer to the accessibility tool descriptions located at http://www.nimbletools.com/necap/tools.htm. Also, the Orientations for each accommodation/accessibility tool provide a good demonstration of how these accommodations are accessed and used on the test.

Test Ticket List Page: The Test Ticket List contains all student test ticket numbers. Students will need these ticket numbers to take a secure test. Ticket numbers can be printed from this page.

Each student will also have a unique username used as the student login name for the test. The complete name of the test and test administration dates will be displayed above the list of students.

A complete student list of usernames and ticket numbers can be printed for a test or you can printout an individual student ticket.

To print a test ticket list:

1. Select a test from the "Ticket List for:" drop-down list.
2. Click on "Print Ticket List" button.

To print an individual student test ticket,

1. Select a test from the "Ticket List for:" drop-down list.
2. Select the row where the student name appears on the list.
3. Click on the "Print Student Ticket" button. *PLEASE NOTE: all individual student tickets for the list are printed using the "Print Ticket List" button. "Print Student Ticket" is only used when you want to print only one or a few of these tickets.*